



CONTRACT NO. RTQ-00038 ROADMAP

Contract No.: RTQ-00038

Title: CISCO Hardware, Software/Maintenance & Services – Prequalification Pool

Contract Period: July 01, 2014 – June 30, 2019

Contract Value: \$500,000 maximum spending authority for the contract term

Contracting Officer: Lluís Gorgoy, CPPB, Procurement Contracting Officer 1
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E-Mail: gorgoyl@miamidade.gov

Authorized Departments and Associated Allocation:

Departmental allocations are to be approved at the establishment of the contract. If your department is not listed and you require allocation please contact the contracting officer and request a contract modification to access this contract with allocation.

The Procurement Contracting Officer shall allocate all requested funds to the contract as requested.

PART #1: AWARDED ITEMS

OVERVIEW

The County Request To Qualify No. RTQ-00038 for CISCO Hardware, Software/Maintenance & Services – Prequalification Pool was awarded to establish a pre-qualified pool of vendors capable of delivering/providing CISCO hardware, parts, components, accessories, maintenance, repair services, and technical support services on an as needed basis for the Miami-Dade Public Library System (MDPLS). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Departments are required to solicit price quotations from all prequalified vendors via a Request For Quote (RFQ).

GROUPS

There are two (2) authorized groups that are permitted under this contract. Group 1 is for CISCO Software, Hardware, & Parts and Group 2 is for CISCO Maintenance, Technical Support, and Repair Services.

Vendor	Authorized Groups
1. Aprisa Technology LLC.	Group 1
2. Roundtower Technology Inc.	Group 1 and 2
3. Norstan Communications Inc.	Group 1 and 2
4. Prosys Information Systems Inc.	Group 1 and 2
5. PC Solutions & Integration Inc	Group 1 and 2
6. En Pointe Technologies Sales Inc.	Group 1

PART #2: CONTRACT INFORMATION

CONTRACT ROADMAP INSTRUCTIONS

Each solicitation shall be consistent with AO No.3-38, "Master Procurement Administrative Order" and the terms and conditions outlined within Request to Qualify No. RTQ-00038.

Applicable Ordinances

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Local Preference, Cone of Silence, User Access Program, & Inspector General Ordinances shall be applicable to each RFQ solicitation issued under this contract. Funding sources exempted from any of the above mentioned ordinances need to clearly articulate within the RFQ that the program fees are not applicable.

Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. a business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
 - a. vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - b. vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - c. some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When the above circumstances occur, user departments are to send out a best and final offer request to all bidders remaining in consideration. **FORM C** is to be used for all best and final offers.

Please note that the determination of the responsibility and responsiveness of all vendors that are to be included in the best and final process must take place prior to requesting the BAFO. This is to avoid a situation where a violation of the local preference ordinance to conduct a best and final process could take place. Even if low bidder, a non-responsive local vendor should not be included in this process.

Vendors are eligible for Local Preference if affirmed within the RFQ submittal.

Small Business Contract Measures

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation..

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

The 10% SBE preference applies to all RFQ's issued against the contract for solicitations less than \$1 million.

Departments are responsible for verifying eligibility status based on the RFQ submittal submitted in response to the RFQ. Firms are only eligible for the SBD preference if they are certified in the commodities authorized under Request to Qualify No. RTQ-00038.

To verify eligibility, please visit the Small Business Development website: <http://www.miamidade.gov/business/business-certification-programs.asp>

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Insurance Requirements

All awarded vendors under this contract are responsible for maintaining the required insurance coverage's as outlined within Request to Qualify No. RTQ-00038 for all work that is to be performed under this contract. Should a vendor's insurance policy lapse during the term of this agreement, the vendor will be suspended from the contract until a new valid insurance certificate is approved by Risk Management. Upon approval, the vendor will be reinstated back onto the contract and allowed to work on County premises. Please note that vendors under Group 1 only and that will not be on County premises but shipping purchased Hardware, Software, Maintenances to county facilities do not require insurance.

PART #3: INSTRUCTIONS FOR EACH SOLICITATION

Request to Qualify RTQ-00038 requires each acquisition to go through a competitive, spot market Request for Quotes (RFQ) process. The RFQ shall be written with sufficient detail as to the number of units required in need for maintenance, make and model numbers of equipment, and copy allowances desired. Departments are encouraged to perform a self-audit on existing equipment to analyze and determine the appropriate monthly usage(s) required and to ensure that the vendors can adequately assess and recommended the best equipment maintenance price in response to the RFQ at the lowest price. The method of award shall be based on the lowest vendor for all items in the aggregate unless otherwise specified within the RFQ.

PRE-QUALIFIED VENDOR CONTACT INFORMATION

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in the cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Vendor	Contact Name	Phone Number	Fax Number	E-Mail Address
Aprisa Technology LLC	Gunjan Gupta	(516) 629-4771	(516) 403-5386	guy@eaprisa.com
Roundtower Technologies Inc.	Erin Porostovsky	(440) 935-1112		erin.porostovsky@roundtower.com
Norstan Communications Inc.	Jeff Barton	(602) 267-3103	(602) 267-3703	jeff.barton@blackbox.com
Prosys Information Systems Inc.	Michele Garcia	(786) 231-0018	(305) 253-1124	mgarcia@prosysis.com
PC Solutions & Integration Inc.	David Rudnick	(305)667-0633	(305) 667-0618	david@pcsolutions-usa.com
En Pointe Technologies Sales Inc.	Theresa Herrera	(800) 800-4214	(866) 686-0332	therrera@enpointe.com

Prior to Award

Prior to making an award under this pool, departments are reminded to:

- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible; including checking the Pre-Award Vendor Website at

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<http://intra.miamidade.gov/procurement/vendor-compliance.asp> Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, click on the Non.Perf.Hist. button.)

- In your notice to participants of the of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the ____ department, recommends award of this quote to: _____. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Internal Services Department, Audit and Management, and the Office of the Inspector General.

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis. Departments must clearly identify the Method of Award within all RFQ's issued under this contract.

RECORD RETENTION

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, any and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.